

# Updating the Annandale Bands website, a quick tutorial of HTML code.

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## Table of contents.

2.....	HTML and XHTML.
2.....	The website structure.
3.....	A single page on a website.
5.....	General rules to follow when writing code.
5.....	Common code in the Annandale Bands website.
7.....	Tutorial: Adding a link to a file.
8.....	Tutorial: Creating a web photo gallery.
8.....	Basic writing style guide.
9.....	Using Blogger to update Annandale's main page.
10.....	Conclusion and additional help.

## **What is HTML and XHTML?**

HTML and XHTML are markup languages used to display websites. XHTML is the newer version of HTML but both languages are similar. To avoid confusion in this document, both languages will simply be called HTML and no distinction will be made between the two.

To see HTML at work on the web, open a website and select “source” from one of your browser’s pull-down menus. On Internet Explorer, this can be found under the “View” menu. The code for some webpages is a jumbled mess, but the code of the Annandale High School Bands webpage is made to be as comprehensible as possible for easy editing. The front page of the site is an exception because it is edited using blogger.com and not by editing the HTML manually. Editing the webpage will be clarified in the following chapters and the mysterious code that makes up the Internet will be revealed.

## **The website structure.**

A website can be thought of as accessing a hard drive on a home computer. One can see the directory structure of a website by looking at a web address. For example:

`http://www.annandalebands.org/awards/index.html`

`http://` Stands for Hypertext Transfer Protocol. Basically, it tells the computer the general place to look for the website.

`www` Stands for World Wide Web, and is another indicator for the computer to help it find the webpage on the Internet.

`annandalebands.org` The website address. This can be thought of as the harddrive or computer being accessed. The “org” means that the site is a not for profit organization.

/awards/

This is a folder (also called a directory) on the site. Each new name after a slash mark signifies that the new folder is inside whatever name precedes it.

index.html

The name of the file being accessed. A web browser will automatically display the index.html if no other filename is given.

There are eleven folders for the Annandale Bands website. These folders correspond to each of the links on the right-hand navigation of the webpage.

### **A single page on a website.**

When a webpage is displayed, your web browser is interpreting and displaying a file that contains HTML. Use find “source” or “view source” in your browser’s menu bar to see this code. In Internet Explorer this is under the “View” menu. Below is an example of the code on the Annandale High School Bands website with annotations. Remember: only the small amount of bold text should be edited.

Document type. Lets the web browser know what kind of code the site uses.

```
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML  
1.1//EN" "http://www.w3.org/TR/xhtml11/DTD/xhtml11.dtd">  
<html xmlns="http://www.w3.org/1999/xhtml">
```

Page title, styling, and search engine information.

```
<head>  
<title>Annandale High School Bands</title>  
<meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1" />  
<style type="text/css" media="screen">@import url(..css.css);</style>  
<link rel="stylesheet" type="text/css" media="print" href="../print.css" />  
<meta name="Description" content="The Website for Annandale's Renowned Band  
Programs" />  
<meta name="Keywords" content="annandale, virginia, band department, high  
school" />  
<meta http-equiv="Content-Language" content="en-us" />  
<meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1" />
```

```
<link rel="shortcut icon" href="../favicon.ico" />
</head>
```

## Annandale High School Bands header graphic

```
<body>
<div id="wrap">
<div id="header">
<a href=".."></a>
</div>

<div id="nav">
</div>
```

This is the main content section; it is the only part of the page that should be changed when an update is made. Only edit within the “Begin Content” and “End Content” comment tags that are shown in bold.

```
<div id="main">
<h2>Fundraising</h2>
<!-- Begin Content -->
<p>Baked ham and turkey sale coming soon!</p>
<!-- End Content -->
</div>
```

## Right-hand navigation, footer section, and end of HTML

```
<div id="sidebar">
<h3>Navigation</h3>
<ul>
<li><a href="../calendar">Calendar & Events</a></li>
<li><a href="">Fundraising</a></li>
<li><a href="../photos">Photos</a></li>
<li><a href="../awards">Awards</a></li>
<li><a href="../staff">Staff Contact Information</a></li>
<li><a href="../parent">Parent Forms</a></li>
<li><a href="../spring">Spring Trip</a></li>
<li><a href="../students">Students in the News</a></li>
<li><a href="../bands">Band Departments</a></li>
<li><a href="../marchingatoms">Marching Atoms</a></li>
<li><a href="../indoorguard">Indoor Guard</a></li>
```

```
</ul>
</div>

<div id="footer">
<p><a href="http://www.fcps.k12.va.us/AnnandaleHS/">Annandale High
School</a></p>
</div>

</div>
</body>
</html>
```

### General rules to follow when writing code.

- **Lowercase tags:** all markup code, names of linked files, and folder names should be lowercase. This simplifies pages and is technically correct.
- **Backup files:** keep a backup of the file you are editing. Edit a copy of the website on your computer before uploading to the web.
- **End all Tags:** always end tags with their corresponding end tag equivalent. This lets the browser know when to end the formatting given by a tag. Example:  
<p>Sample</p>. In this example the </p> tag is the ending tag and is signifying the end of a paragraph.

### Common Code in the Annandale Bands Website

`&nbsp;` Signifies a non-breaking space. Usually spaces are automatically included in HTML by using the space bar. Non-breaking spaces are different because they can be used as placeholders. Non-breaking spaces are found in the calendar section of the website to show that there is no information in a cell.

`h` tags: tags such as <h1>, <h2>, <h3>. Stand for Header Tags. Use these when making headlines. Do not use <h1> because it is already reserved for the top banner on every page.

`<a href="http://...">Link</a>` this makes a link. Place the address of the page (also called a URL) you wish to link to between the quotes. The link text in this example will be displayed to the user as “Link,” because the word “Link” is between the start and end `<a>` tags.

`<p>` paragraph tag: For non-headline body text. Placing text between these tags will form regular sized text into a paragraph. The paragraph tag also formats text, and therefore should always be used with non-header text.

`<br />` break: adds a line break.

`<!-- -->` Comment tags. Text with these surrounding tags is only visible when looking at the webpage’s source code. It is used in this site to highlight the correct place to enter new content.

What the begin and end comment tags will look like:

```
<!-- Begin Content -->
<!-- End Content -->
```

### **Tutorial: Adding links, files, and transferring using FTP.**

This tutorial will show how to make a PDF file from a Microsoft Word document, how to upload the PDF, and how to link a webpage to this document.

1. Once you have a Word document that you would like to put on the website, go to [http://www.gohtm.com/convert\\_pdf.asp](http://www.gohtm.com/convert_pdf.asp) to convert it into PDF form. It is better to post text files as PDFs because Adobe PDF reader is a free download and some people may not have Microsoft Word.
2. Using a FTP program, log into the [annandalebands.org](http://annandalebands.org) website. Search [download.com](http://download.com) for capable clients such as FileZilla, WS\_FTP, or CuteFTP.
3. Place the PDF file of your Word document in its appropriate folder. For example: if you are uploading a new permission slip, upload the file to the “parents” folder of the website. Keep a copy of the file on your hard drive as a backup.

4. Download a copy of the `index.html` file from the folder you placed the PDF in. Do not edit another `index.html` file found in another folder.
5. Open the index file in Notepad. Do not use Netscape Composer; it will add extraneous code. Add in a link to the PDF. It might look something like this:  

```
<p><a href="parentform.pdf">Parent Form</a></p>
```
6. Reload the web page and test the link.

### **Tutorial: Creating a web photo gallery.**

To add a set of pictures to the “Photos” section of the website, you will edit the `index.html` file found in the “photos” folder to add a link to the web gallery.

1. Open Adobe Photoshop or another program that can make a web gallery.
2. Select the folder you wish to make into a web gallery and create the gallery.
3. The program should have made the gallery in a unique folder. Use an FTP program to upload this folder into the “photos” folder.
4. Open a copy of the `index.html` file found in the “photos” folder.
5. Add a link to photos in the index file. The link might look something like: 

```
<p><a href="http://www.annandalebands.org/photos/springtrip2004/">Spring Trip 2004</a></p>
```

. This would make a link to a folder called “springtrip2004.” The paragraph tags surrounding the link would give it its own line of text. The title of the link would be “Spring Trip 2004.” If possible, make a link in the gallery back to the Annandale photo webpage.

**Gif or Jpg?** What file format should one use? When saving image files for the web, there are two major file types. The `.jpg` format is best for saving photos. The `.gif` format is best for line art.

### **Basic Writing Style Guide:**

- Because it looks unprofessional, avoid multiple punctuations. Ex. “Way to go!!!!”
- Avoid using all capital letters.
- Always use spellchecker.
- Use descriptive headlines.

### **Using Blogger to update Annandale’s main page.**

Blogger is a web application that makes it simple to make posts because it requires no experience in HTML to use. The word “Blogger” comes from the word “blog,” which is short for “web log.”

How to post to the front page of the Annandale High School Bands website:

1. Log into [www.blogger.com](http://www.blogger.com)
2. Enter the username and password to log in.
  - i. Username: `annandalebands`
  - ii. Password: `xxxx`
3. Click on the link to “Annandale High School Bands.”
4. Click “Create a new post.”
5. Enter text into the title and subject fields.
6. When satisfied with what you have written, click “Publish Post.”
7. Blogger.com will take a few seconds to upload the post to the server.
8. Accessing the band front page (the browser window may have to be reloaded) will show the new post. Blogger is designed to be simple and self-explanatory. For further guidance, click the “Help” button at the upper right of the window.

**Conclusion. Finding additional information.**

The Annandale High School Bands website includes a backup CD in case anything goes wrong. If this CD is used, the file(s) that it replaces will revert back to their original form when the website was first created.

It is a good idea to keep your email address off the web. People who send spam email use computers that “crawl” the Internet to find new email addresses, even if the email address only appears in text form and not as a link.

For further information on HTML, there are many guides at local libraries that can be found by searching for HTML or XHTML. A recommended book is any recent edition of *HTML & XHTML the Definitive Guide* by Chuck Musciano and Bill Kennedy published by O'Reilly Press. There are many good websites that have information on HTML. <http://old.climbtothestars.org/coding/html/> is an excellent guide to basic HTML.